

Short Term Project

July 10, 2017 – September 15, 2017

Temporary Position - Energy Program Assistant

Rate of Pay: \$11.00 hour

Schedule

1st Shift – 8:00 am – 4:30 pm, Monday through Friday (minimum of 6 hours within shift)

2nd Shift – 4:30 pm – 11:00 pm, Monday-Tuesday-Wednesday-Friday (minimum of 4 hours within shift)

Position Summary - The Energy Program Assistant will be responsible for registering energy assistance applications.

Job Function

- Documents and/or updates information in the system and program databases.
- Provides support services for the Low Income Home Energy Assistance Program (LIHEAP).
- Screens, examines and verifies documents for correctness, appropriateness, adequacy and conformity to established requirements and follows up on requests or discrepancies.
- On-going data entry of applications into statewide database system.
- Assists in securing needed information and documents.
- Must be detail-oriented and maintain a high level of accuracy.
- Performs other relevant responsibilities as required by the program.
- Must be responsible, able to handle confidential material and able to work independently.

Qualifications - High School Diploma or GED

Preferred

- Associate's degree or post-secondary training preferred.
- One year work experience performing clerical functions in an office/service organization setting.
- Experience and demonstrated skill with data entry.
- Ability to navigate modern office computer systems and equipment.
- Experience in human/social service organization.

Employment Conditions - Successful completion of background check.

Location - Positions are located in Norman, OK.

To Apply - Please send your resume and cover letter to: Shelsea Turner shelsea@ou.edu. Tel: 405-325-0519

Pay Dates – *pay dates occur 2 weeks after each two-week work period throughout the project.*

<i>Initial Dates</i>	Work completed 7/10/17 – 7/21/17	Pay Date – 8/4/17
	Work completed 7/22/17 – 8/4/17	Pay Date – 8/18/17
	Work completed 8/05/17 – 8/18/17	Pay Date – 9/01/17

Holiday – No Work - Labor Day, September 4, 2017



The University of Oklahoma is an Equal Opportunity Employer.
Protected veterans and individuals with disabilities are encouraged to apply.

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